



**Planning and
Environmental Resources**

10 E. Mesquite Blvd., Mesquite, NV 89027

Phone: (702) 346-2835 Fax: (702) 346-5382

Architectural and Site Plan Review

Project Information

Project Name: _____ Existing Zoning: _____

Project Location: _____ Gross Acres: _____

Assessor's Parcel Number(s): _____

Building Use(s) and Size(s): _____ Total Square Feet: _____

Please explain the intent of this request: _____

Applicant Signature: _____ Date: _____

Applicant Information:

Property Owner(s): _____

Mailing Address: _____

Phone No. _____ Email: _____ Fax No. _____

Applicant (if different than Owner) _____

Mailing Address _____

Phone No. _____ Email: _____ Fax No. _____

Contact Person/Representative (if different than Owner): _____

Mailing Address _____

Phone No. _____ Email: _____ Fax No. _____

Office Use Only

Case No. _____ Application Fee \$ _____

Date Received: _____ Noticing Fee \$ _____

Received By: _____ Planner: _____



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Checklist:

Please use the following list to prepare your complete application. If any information is missing, inaccurate or incomplete, the application will be deemed invalid and **will not** be accepted for processing.

- ☐ Application fee of \$175 is due upon submittal.
- ☐ One (1) original signed application.
- ☐ One (1) original, current and fully signed Affidavit(s) plus one (1) copy.
- ☐ One (1) original legal description of the property plus one (1) copy. (A metes and bounds description is required if the property is not platted.)
- ☐ Two (2) 24" x 36" site plan **folded to 9" x 12" size** (please refer to Mesquite Municipal Code (MMC) Section **9-5-4C**).
- ☐ One (1) original 8 ½" x 11" site plan plus one (1) copy.
- ☐ Two (2) 8 ½" x 11" color renderings. One (1) 24" x 36" color rendering. One (1) color board and material(s) samples.
- ☐ Traffic Impact Analysis: Required if project will generate more than five hundred (500) vehicle trips per day based on Institute of Transportation Engineer trip generation rates (Please refer to MMC Section **9-9-6C**).
- ☐ One (1) original Service Availability letter from each public utility plus one (1) copy:
 - City of Mesquite Sanitation Division.
 - Overton Power District No. 5.
 - Reliance Connects Telephone/Cable Company.
 - Orange Broadband.
 - Virgin Valley Disposal.
 - Virgin Valley Water District.
- ☐ A digital copy of the submittal are required in the following formats:
 - All site plans must be in AutoCAD Version 14 or higher, DWG format.
 - All architectural renderings and building elevations must be in TIF, JPEG or PDF format.
 - All other documents can be submitted in TIF, JPEG, PDF or DOC format.